



**Office of the Mayor-President**

Purchasing Division

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**ADDENDUM # 2**

**December 10, 2009**

**RE: Job Readiness Training /Job Search Assistance/Job Placement/R09-007**

The following shall become part of the Request for Proposal, Special Conditions and Specifications as if originally included:

The following clarifications/changes/ etc. are provided:

**Question: When will the contract be awarded?**

Answer: All bids will be reviewed by a committee and the selected applicant will be notified within 30 days after closing date. Contracts exceeding \$50,000 must be approved by the Metro Council.

**Question: What is the incentive for participants to attend daily?**

Answer: None, as monetary incentives are not an allowable expense under this program.

**Question: Will participants have to provide their own mode of transportation?**

Answer: Yes. However, the Office of Social Service will provide some transportation assistance in the form CTC bus tokens.

**Question: Do participants continue to report to the program until they are placed on a job?**

Answer: Yes, until such time that the Office of Social Service determines that it has exhausted all resources and efforts allowable to a given participant or until such time that a participant fails to comply with program requirements.

**Question: What happens if the participant refuses a job referral?**

Answer: The participant would be reassessed by the provider and offered other referrals until a satisfactory placement or outcome is achieved. However, if a client consistently fails to perform according to program guidelines, he or she may be removed from the program. Also, multiple failed placements may result in re-evaluation of the provider's ability to successfully serve the target population.

**Question: Will a provider be compensated if a participant has to be re-assessed in order to place them in compatible employment?**

Answer: Yes, the provider may submit a written request to conduct additional assessments or to provide additional skills training for consideration by the OSS.

**Question: If a client needs occupation skills training, will they be allowed to go through the WIA program?**

Answer: Yes, participants will have access to a wide array of resources, including services through WIA.

**Question: If client reaches the educational level and goes to trade or vocational school, will that be considered employment?**

Answer: No. Educational goals may not be considered employment. The Office of Social Service will consider how to capture this data so that providers are not penalized for a participant's decision to enhance his or her skills and educational level to better prepare for sustainable employment.

**Question: If participants need additional training to meet entry level job placement, will the program provide it or is this considered placement?**

Answer: Additional training and remediation are allowable activities under this program. Training and education programs are not considered placement.

**Question: Are performance measures the same as WIA performance measure?**

Answer: No. Performance measures are established by the Louisiana Workforce Commission, the Community Services Block Grant program office, the American Recovery and Investment Act of 2009, and the Office of Social Services.

**Question: Will intake be done on participants before they are referred to the provider?**

Answer: Yes. Vocational counselors will evaluate participants' interest and willingness to fully engage the program. Counselors will also be responsible for the initial intake of participants into the program. WIA will conduct vocational assessments on participants. Based on the results, clients will be referred to the component(s) of the program that best meets his or her needs.

**Question: Will the vocational assessment cover all areas of the participants needs?**

Answer: No. WIA will administer Work Keys to assess participants' vocational interest and aptitude. Other tools, such as the TABE, client interviews, and agency-specific assessments will be conducted to determine the full range of services each individual needs to increase the probability of success for obtaining and sustaining long term employment.

**Question: Will providers get credit for placement of a participant if the grant ends before the participant completes 60 days in the placement?**

Answer: Yes. All allowable activities that begin during the grant period will be documented as a part of the grant closeout.

**Question: How large is the pool of Head Start parents?**

Answer: In a survey last spring Head Start staff identified approximately 350 parents who expressed an interest in the services offered through this program.

**Question: How long is the assessment with WIA?**

Answer: Per WIA staff, the assessment can be administered and evaluated within 5 business days.

**Question: Will participants be enrolled in the WIA system?**

Answer: Initially, participants will be enrolled solely in the CSBG ARRA program. However, participants may be co-enrolled with WIA if the participant needs additional training or assistance that can not be provided through the CSBG ARRA, but can be provided through WIA. The OSS will maximize community resources, partnerships and collaborations to meet the needs of the participants.

**Question: Does the location where services are to be performed and managed have to be in a specific area?**

Answer: Services should be provided within East Baton Rouge Parish. Because lack of transportation can be a barrier to the provision of quality services, programs situated in well traveled areas or areas that can be accessed via public transportation are highly valued.

## **OTHER IMPORTANT INFORMATION**

Applicants are asked to submit a line item budget which includes a per client cost.

Resumes must be submitted on all staff that will provide services under this contract.

Providers should submit a copy of its last audit.

Per Attachment C of the RFP (p. 28) the City of Baton Rouge and Parish of East Baton Rouge must be named as additional insured on all general liability policies described within the attachment.

## **CORRECTIONS/CLARIFICATIONS**

(page 21, paragraph 1, line 1)

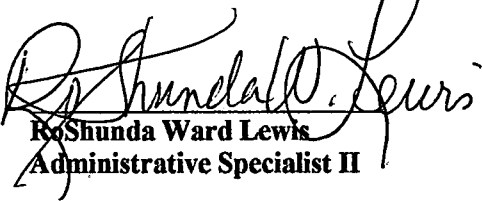
...the contractor is to implement a program that includes, *at a minimum*, two weeks of job readiness training and two weeks of job search assistance.

**(page 25)**

Applicant should provide a list of all proposed services and per participant (or per unit) costs for all proposed services.

**The Proposal due date remains December 17, 2009 at 11:00 AM**

This Addendum No. 2 supersedes any conflicting parts of the original proposal documents. Proposers are reminded to acknowledge receipt of addenda on the Proposal Form. Proposals may be declared non-responsive for non-acknowledgement of addenda.

  
RoShunda Ward Lewis  
Administrative Specialist II

**Firm:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
**City**                      **State**                      **Zip Code**